



LITTLETON HIGH SCHOOL

📍 199 East Littleton Boulevard | Littleton, CO 80121

📞 303.347.7700

🌐 LittletonPublicSchools.net/schools/littleton-high-school

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Littleton High School's Academic Honesty Policy

Purpose

As an IB world school with both the diploma (authorized school) and middle years programs (authorized school) we believe that academic honesty is part of upholding the credibility of our school as an academic institution. Academic honesty is reflected in our school's mission, to make a living, make a life and make a difference, and in how we try to honor the IB learner profile traits of being principled, knowledgeable, communicators, and reflective. Upholding academic honesty also ensures that all students have an equal opportunity to demonstrate the knowledge and skills they acquire during their studies.

Student Responsibilities

We expect that students will produce work that is authentic and original, using their own ideas, and acknowledging when they use ideas of others. Students are responsible for understanding the difference between collaborating and colluding, and how to correctly cite material use. Expectations for citations need to be grade level appropriate. Students come to us at varying levels of skill and this needs to be considered when reviewing student work.

Teacher Responsibilities

Teachers will teach students to understand why producing authentic work is important, and how to paraphrase and use direct quotations from other sources according to MLA or APA guidelines. Teachers will give students time to practice and learn how to use others' work in support of their own and emphasize the importance of this responsibility. *Teachers will also monitor students' skills in regards to citing their sources, misuse of AI programs, reinforce good practice, and reteach when necessary.*

School Responsibilities

The school will uphold academic honesty and procedures to handle it by maintaining fairness and consistency when issues arise. The school will be a safe place to learn about academic honesty, and teachers will receive training if needed. The school will communicate with parents to increase their awareness of the value of academic honesty.



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Parent Responsibilities

Parents can support their students by understanding why academic honesty is important at our school, and what is considered helpful and not helpful when monitoring their child's academic work. Parents should allow their children to do their own work, and encourage them to ask a teacher for help if they are unclear about the instructions for an assignment.

Why cite?

Correct citation is a key element to academic scholarship and intellectual exchange. When you cite, you:

- Show respect for the work of others and acknowledge original authorship.
- Give the reader an opportunity to follow up your references
- Help the reader distinguish your work from the work of others
- Give the reader an opportunity to check the validity of your interpretation
- Receive proper credit for your research process
- Demonstrate that you are able to use reliable sources and critically assess them to support your work
- Establish credibility and authority of your own knowledge and ideas
- Demonstrate that you are able to draw your own conclusions

Examples of conventions for citing and acknowledging original authorship

Modern Language Association.

Example of direct quotation

According to Samantha Ovide, a technology expert and journalist, "The tricky thing is that once technologies like facial recognition software or car rides at the press of a smartphone button become prevalent, it's more difficult to pull back features that turn out to be harmful "(n.p.)

Example of a paraphrase

The problem is that when people become used to the convenience of facial recognition and getting an Uber at the touch of a button, people will be less willing to stop using this software even when they learn it is harmful to them (Ovide n.p.)

Corresponding Works Cited entry

Ovide, Shira. "Should Alexa Read Our Moods?" *The New York Times*, The New York Times, 19 May 2021, www.nytimes.com/2021/05/19/technology/alexa.html.

American Psychological Association.

Example of a direct quotation



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Ovide, S. (2021, May 19). Should Alexa Read Our Moods? Retrieved from <https://www.nytimes.com/2021/05/19/technology/alexa.html>

Recommendations for good practice:

- Ensure that all sources you have consulted are acknowledged in your work using the referencing style agreed with your teacher
- Make sure that information you have used is acknowledged in the body of the text and is fully listed in the bibliography
- Use quotation marks or indentation to show all text that is someone else’s exact words and do not forget to show whose words they are
- Cite your sources so that readers can find them; if you cannot state the origin of the sources it is probably better not to use it
- Cite the source of images, maps, charts, tables, data sets, musical compositions, movies, computer source codes and song lyrics - any material that is not your own
- Make clear when the borrowed material starts and finished; this can be done by using quotation marks, using an “opening” indication and a closing page number

What is academic misconduct?

Academic misconduct is behavior that results in the student or any other students gaining an unfair advantage in a learning assessment.

Plagiarism/AI is defined as the representation, intentionally or unintentionally, of the ideas, words, or work of another person (or technology platform) without proper, clean and explicit acknowledgement. The use of translated materials, unless acknowledged, is also considered plagiarism.

Collusion is defined as supporting academic misconduct by another student, for example allowing one’s work to be copied or submitted for assessment by another.



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Duplication of work is defined as the presentation of the same work for different assessments.

Other examples of academic misconduct may include:

- Copying from others
- Having or using resources not approved by the teacher
- Making up data or information or citing non-existent sources
- Providing or receiving information about all or part of an assessment, including answers or unauthorized materials
- Altering a graded assessment and resubmitting it for a better grade without teacher permission
- Using any prohibited device during an assessment
- Seeking unauthorized assistance on a take-home or make-up assessment
- Failing to stop work promptly when the time allocated is over
- Failing to abide by teacher or school instructions and related to an assessment
- Deceiving a teacher to get special consideration on an assessment
- Misrepresenting academic accomplishments
- Manipulating others for one's own academic benefit
- Forging a signature

If a student is suspected of academic misconduct Or use of Artificial Intelligence the following will occur.

1. The student and teacher will discuss the misconduct in question.

a. If there is founded academic misconduct:

- i. The student and teacher will create a plan to ensure the student completes an authentic assignment that demonstrates their learning. This reflects our restorative approach to behavior and academics.
- ii. If needed, a restorative meeting is recommended between the student, parent, teacher and counselor.
- iii. The authentic redone assignment will count towards the original grade, or, at the teacher's discretion a deduction will be given towards the total grade.
- iv. If the student is passing the course before the infraction, the deduction in points for academic misconduct cannot cause the student to fail the course.
- v. Repeated academic misconduct may result in course level penalties, program level penalties or suspension.

b. If the student contests academic misconduct:

- i. The student or family may request a conference with an administrator, teacher and the student's counselor or program level coordinators.
- ii. The student will have an opportunity to explain what happened.



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- iii. After the conference, the student's school administrator will decide the final consequences and/or next steps.
2. The teacher will document all academic misconduct and communication between all parties in Infinite Campus and notify the parents. This documentation includes all communication and steps taken throughout this process. Teachers are to avoid the use of "C" (Cheated) as a marker in IC.

Academic Misconduct: State/National/International Assessments

Academic misconduct on any state assessment, AP or IB assessment will be reported to the associated program and its coordinator.

LHS staff will follow all protocols for investigating and reporting determined by our partners. This can result in failed courses, loss of college credits, loss of the IB diploma and may impact on time graduation.

For academic misconduct on IB internal assessments or final exams, LHS must conduct an investigation. Our staff or an IB representative will speak with the student if they are 18. If they are under 18, IB will invite them to be part of the investigation. The investigation will:

1. Allow the student the opportunity to respond to allegations of academic misconduct.
2. The principal or designated staff shall report the investigation findings to IB by submitting school and the student statements.
3. IB will make the final decision based on its findings. If the student is found to have participated in academic misconduct by IB, the student will fail that component of the IB program. If this causes the student to fail an IB course, then they cannot earn the IB diploma.
4. IB may allow a student to re-submit the assignment in the next IB Exam session and possibly earn the IB diploma.

Policy monitoring and review plan

This Academic Honesty Policy will be monitored, reviewed and revised by the Grading Committee and the SAC.